

MAYOR AND COMMISSIONERS
TOWN OF NORTH EAST
106 S. MAIN STREET
NORTH EAST, MARYLAND 21901

July 8, 2020

In order to comply with Governor Larry Hogan's declaration of a State of Emergency as part of Maryland's response to the COVID-19 pandemic, and in order to comply with public gathering restrictions during this time the Mayor and Commissioners of the Town of North East conducted a virtual meeting on this date.

The Town Meeting was called to order by Mayor Robert McKnight at 7:00 P.M. Participating via computer and/or telephone were Commissioners Hilary Crothers-Moore, Michael Kline and Raymond Mitchell. Also participating were Director of Finance and Administration Ken Natale, Town Administrator Melissa B. Cook-MacKenzie, Police Chief Jim Just, Attorney David Beste and Director of Planning and Zoning Betsy Vennell. Absent from the meeting were Commissioner Cynthia Billig, Maintenance Supervisor Philip Meekins and Town Clerk Stephanie Racine-Dean.

Mayor McKnight reported that there are two occasions during the Town Meeting the public can address Town Board Members, the first under "PUBLIC COMMENT" and the second under "BUSINESS FROM THE FLOOR" and gave details how participants can raise their hand when using their personal computer or telephone. Mayor McKnight reported on the time limitations and decorum when speaking, per the Code of Ordinances of the Town of North East Chapter 2. Government Organization and Section 2-110. Manner of Addressing Board: Time Limit and Section 2-111. Decorum. Mayor McKnight reported that Attorney David Beste would be monitoring the meeting on behalf of the Town Board.

-OATH OF OFFICE-

None.

-APPROVAL OF MINUTES-

A motion to approve the minutes of June 24, 2020 meeting, as presented, was made by Commissioner Kline, seconded by Commissioner Crothers-Moore and approved by all.

-PUBLIC COMMENT-

None.

-GUESTS-

Ms. Bridget Kathleen Lennon, Cecil Solidarity, Inc.

Ms. Lennon was not present for the meeting. Ms. Cook-MacKenzie requested that anyone who was present to speak on Ms. Lennon's behalf, to raise their hand so they could speak. No one was present to speak on Ms. Lennon's behalf.

-APPOINTMENTS-

None.

-INTRODUCTION OF ORDINANCES-

None.

-ADOPTION OF RESOLUTIONS AND ORDINANCES-

None.

-REPORTS-

Mayor McKnight

Mayor McKnight reported that he attended the Cecil Solidarity, the "Last Call" for Police Chief Darrell Hamilton, and attended the swearing in of Jim Just as Chief of Police.

Commissioner Kline

Commissioner Kline reported he attended Cecil Solidarity and the Prayer Vigil, the MML virtual summer conference, the "Last Call" for Police Chief Darrell Hamilton and the swearing in of Jim Just as Chief of Police.

Commissioner Crothers-Moore

Commissioner Crothers-Moore attended the "Last Call" for Police Chief Darrell Hamilton.

Commissioner Mitchell

Commissioner Mitchell attended the "Last Call" for Police Chief Darrell Hamilton and attended the swearing in of Jim Just as Chief of Police.

Ken Natale

Mr. Natale reported that he has been working with the Water Plant as well as the auditors to coordinate the year-end inventory count. He has also been preparing for the audit. Mr. Natale has submitted a "CARES ACT" reimbursement request to Cecil County for expenses related to COVID-19.

Town Administrator

Ms. Cook-MacKenzie attended the Cecil Solidarity and Prayer Vigil, a telephone conference with Cecil County Town Administrators, "Last Call" for Chief Darrell Hamilton, swearing in of Jim Just as Chief of Police, Cecil County Health Department concerning COVID-19 testing on July 28, 2020 8am-12 noon at the VFW, attended at meeting with Stephanie Dean regarding the Fishing Tournament, a meeting concerning the North East Gateway site, meeting with the contractor for the Jackson House project and various staff meetings.

-UNFINISHED BUSINESS-

Town Hall HVAC-Entech

Ms. Cook-MacKenzie reported that Phil Meekins received information from the contractor looking into the HVAC system at the Town Hall, which has been sent to the Town's engineers, Entech. Ms. Cook-MacKenzie reported that she will be meeting with Entech at the beginning of next week to discuss the proposed system and will have a recommendation for the Board at their next meeting.

Route 272 Bridge over Amtrak

Ms. Cook-MacKenzie reported that the State Highway project, Route 272 bridge over Amtrak, is expected to be completed the third week of July 2020.

Route 272 Road Work/North side of Route 40

Ms. Cook-MacKenzie reported that she will need to reach out with the State Highway District 2 Engineer to get an update on the completion of the road work on the north side of the Route 40.

NEW BUSINESS:

Vendor Direct Deposit Proposal

Mr. Natale reported that the Mayor and Commissioners have received a proposal for paying vendors with direct deposit. Mr. Natale stated that the Town currently issues checks via bill pay, however, converting to direct deposit would be similar to payroll direct deposits where the money is deposited directly into the vendor's bank, providing a cost savings to the Town

Personnel Matter

Ms. Cook-Mackenzie recommended that Patrolman Anthony Williams be promoted to Patrolman First Class Rank, retroactive to June 12, 2020. Commissioner Mitchell approved the recommendation, Commissioner Crothers-Moore seconded the motion and the motion was approved by all.

-MISCELLANEOUS-

None.

-APPROPRIATIONS-

A motion to approve Requisition R1-00002 to Clifton Larson Allen LLP in the amount of \$30,490.00 for audit services was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

A motion to approve Requisition R1-00003 to Republic Services in the amount of \$270,000.00 for FY2021 refuse and recycling was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to approve Requisition R1-00004 to Lecco Pipe Line Construction in the amount of \$210,000.00 for line repairs was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R1-00005 to Suburban Testing Labs Inc. in the amount of \$30,000.00 for lab testing was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all.

A motion to approve Requisition R1-00006 to Coyne Chemical in the amount of \$215,000.00 for plant chemicals was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R1-00007 to Core & Main in the amount of \$31,000.00 for distribution supplies was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R1-00009 to John Deere Financial in the amount of \$45,200.00 for FY21 for gasoline and diesel was made by Commissioner Mitchell, seconded by Commissioner Crothers-Moore and approved by all.

A motion to approve Requisition R1-00016 to Local Government Insurance Trust in the amount of \$46,437.00 for liability insurance was made by Commissioner Mitchell, seconded by Commissioner Kline and approved by all.

Requisition R0-01606 in the amount of \$20,180.00 for additional costs, Razor Strap Repair. The Board agreed to hold this requisition for the future, as the redline drawings have not been received.

-BUSINESS FROM THE FLOOR-

Mayor McKnight reported the procedures to address the Board, then inquired whether the guest, Ms. Lennon, was present to speak. Ms. Lennon was not present. Mayor McKnight inquired whether there was anyone present to speak on Ms. Lennon's behalf. No one raised their hand to speak.

Ms. MacKenzie called on Zoom participant, Mark Dobbins, and inquired if he could raise his hand, to ensure that the "raise your hand" feature was working. Mr. Dobbins raised his hand, which was witnessed by those present at the Zoom meeting.

-ADJOURNMENT-

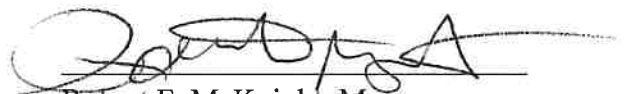
With there being no further business to discuss, a motion to adjourn was made by Commissioner Kline, seconded by Commissioner Mitchell and approved by all. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

ATTEST:



Betsy Vennell, Director of Planning



Robert F. McKnight, Mayor

